The purpose of the internship course is to help you to better understand and reflect on your internship experience. The series of assignments is designed to encourage you to think about your position, company, industry and experience. After completing the assignments you should be better able to articulate what role your internship had in your career development. The course will be graded as pass or fail (S/U), with each assignment also graded on a pass/fail scale. The course is offered with variable credit depending on the internship work hours you expect to complete during the semester (this must be determined at the time of registration).

**Expectations and Grading**

You must successfully complete all 6 of the assignments to earn a passing grade in the course. And, you must complete the minimum hours corresponding to the number of credit hours you requested in order to earn a passing grade in the course. Regardless of the start and end dates of your work experience, all assignments must be completed by the last day of classes, not the last day of your internship.

**Hour requirement for credits:**

1 credit = 150 hours  
2 credits = 260 hours  
3 credits = 370 hours  
4 credits = 480 hours

**Assignments**

**Complete at the Start of Semester**

1. Company Profile – Respond to a series of questions about your company and internship position. The assignment is meant to help you familiarize yourself with your company at the local and national/international levels. After completing this assignment you should have a better idea of your company’s mission, values, and placement within the relevant industry.

2. Goal Setting- The purpose of this assignment is to assist you in setting goals for your internship experience. You are to complete this assignment with the assistance of your supervisor at the beginning of the semester. Completing this assignment early in your experience will help you frame your internship and provide an opportunity for you to discuss with your supervisor your goals for the semester. You will be reflecting on this assignment when you complete Assignment 5, at the end of the semester.

**Complete at Mid-Semester**

3. Supervisor Interview - This assignment is designed to facilitate communication between you and your direct supervisor. You will need to schedule about a ½ hour with your supervisor for this assignment. It should be planned as soon as possible during your first few weeks on the job.
4. Industry and Competitor Research - The purpose of this assignment is to familiarize you with research on the larger industry as a whole as well as a specific competitor within the industry in which you are interning. Competitor awareness will allow you to further your knowledge of the industry and make you a more competitive job candidate.

Complete at the End of Semester

5. Goal Evaluation - The purpose of this assignment is to help you examine the goals you set in Assignment 2. You should reflect on how you achieved your goals, what more you could have done, and any recommendations/ reflections for improvement of your internship experience.

6. Final supervisor evaluation (be sure hours are reported on this form) – This assignment must be completed at the end of your internship or by the submission deadline for the semester. Your hours total must be included to earn credit for this assignment, and should reflect the number of hours you completed over the course of the semester and satisfy the requirement for the credits you are enrolled in.

Assignment Deadlines

- Assignments 1 and 2 should be completed by the first third of your internship or by week 5 of a full semester (16 week) experience.
- Assignments 3 and 4 should be completed by the second third of your internship or by week 10 of a full semester (16 week) experience.
- Assignments 5 and 6 should be completed by the last third of your internship or by week 15 of a full semester (16 week) internship. The required number of internship hours must be completed by the time Assignment 6 is submitted.

**All assignments must be submitted by the last day of classes for grading purposes**

**CANVAS information**

- All course assignments should be submitted through the GEB4941 CANVAS course website. https://lss.at.ufl.edu/

**Instructor information**

Individual instructors will be assigned once the class roster is finalized. Students should receive an email from their assigned instructor by the third week of classes.